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MEDICAL STAFF CAREER SERVICE BOARD MEETING Wednesday, 12 November 1958

1. Minutes of Previous Meeting

The minutes of the Medical Staff Career Service Board Meeting of 29 October 1958 were approved by the Members without comment.

2. Resolution for Policy Adoption

The Executive Secretary presented a draft of a Resolution concerning the Extension of Tours which the Acting Executive Secretary was requested to draw up at the last meeting. The attached Resolution was agreed upon by the Medical Technicians and Administrative Panel and was presented to the Board Members for their concurrence. The Board suggested the word "routine" in paragraph 3 be replaced by the word "careful" and the phrase "the Staff is in favor of" in paragraph la be deleted. With these changes, the Resolution was approved and will become effective immediately.

3. Review of Procedure for SD:SM Promotions

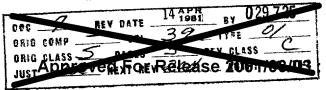
Acting Recording Secretary

The Procedure for SD:SM Promotions was reviewed and the Executive Secretary was asked to address a memorandum to the Medical Technicians and Administrative Panel outlining procedures now being followed, those followed in the past, and requesting their views on the subject.

4. Promotions

25X1A9a	a. GS-14, Clinical Psychologist. The
25X1A9a	Executive Secretary reviewed a request for promotion of the to 25X1A9 GS-15 as initiated by The Executive Secretary endorsed this promotion without question. A discussion followed and C/MS requested the promotion be held in abeyance until he and AC/PS talked further about the matter.

25X1A9a b. Secretary reviewed a request from the Chief of Station, for the 25X1A6a promotion of to a GS-11 and the Executive Secretary endorsed the recommendation. The Board concurred in the recommendation and the promotion was approved.



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25X1A9a

c. ______, GS-10, Medical Service Officer. A request from

25X1A6a the Chief of Station, _____ for the promotion of ______ to a GS-11 25X1A9a

was reviewed and the Executive Secretary recommended concurrence. The

Board Members approved the promotion.

25X1A9a d. GS-8, Medical Technician. Recommendations were received from the Chief of Station, and the Chief of Station, 25X1A6a

25X1A6a for the promotion of to a GS-9. The Board concurred in the recommendations.

25X1A9a

e. GS-6, Secretary-Stenographer. A request from AC/PS for the promotion of to a GS-7 was reviewed 25X1A9a and endorsed by the Executive Secretary. The Board Members approved the promotion.

5. Review of Training Evaluation Reports

The Board noted the receipt of Training Evaluation Reports on the following personnel:

25X1A9a

5-5, Clerk-Typist , GS-3, Clerk-Typist GS-3, Clerk

C/MS requested the Medical Staff Training Officer to check the secretarial capabilities of the girls on the Medical Staff. Those whose skills are not up to par will be placed in training. C/MS would like them to be able to type tapes, and he would like a proficiency built up among the clerical employees.

6. Miscellaneous

C/MS suggested the order of topics on the Career Service Board Agenda be revised so Review of Fitness Reports would precede Promotions and Review of Field Reassignment Questionnaires would precede Assignments.

7. Review of Fitness Reports

The Board noted the receipt of Fitness Reports on the following personnel:

25X1A9a

GS-14, Clinical Psychologist
5-13, Clinical Psychologist
2, Administrative Officer (D Ch)
Administrative Assistant
3, Medical Technician (Sup)

8. Review of Field Reassignment Questionnaires and Assignments

At the suggestion of C/MS, these two topics were discussed simultaneously. The Executive Secretary announced the following vacancies naming the encumberts and the designated candidates for these positions:

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25X1A6a

Encumbent Position Vacancy Candidate

Med. Tech., GS-8,
Med. Tech., GS-9,

25X1A9a 25X1A6a and no tour extensions were requested. A discussion ensued regarding the suitability of the suggested replacements. The Board Members decided on in the Medical Technician, GS-8 slot at with an ETA of March 1959. The remaining vacancies were not filled, and C/OD and C/SD will meet before the next meeting regarding preliminary staffing of the remaining vacant positions.

Field Reassignment Questionnaires on the above encumbents were reviewed,

Attachment:

As stated above (Revised Copy)